How To: Set Your Signature Line in Gmail



The following instructions are provide information on how to set your signature line in Google.

- 1. Go to <u>www.gmail.com</u> and login with your @upperdarbysd.org email account
- 2. In gmail, click on the gear icon and click "settings"

= M Gmail	Q Search mail		v	\land 🏢 🚺 G Suite	I
+ Compose	□· C :				31
		No new mail!	No new mail!		
Pause Inbox				Configure inbox	V
Inbox				Settings	0
★ Starred				Manage this domain	
Snoozed				Themes	+
> Sent				Get add-ons	

3. In the settings page, scroll down to the "signature" settings

= M Gmail	Q Search mail				
- Compose	Settings				
Pause Inbox	General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Offline Themes My picture: Select a picture that everyone will see when you email them. Learn more				
☐ Inbox ★ Starred	Create contacts for auto-complete: When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time I'll add contacts myself 				
Snoozed	Signature: (appended at the end of all outgoing				
Drafts	messages) Learn more				
	John Doe Job Title Upper Darby School District 610-789-7200 ext.111				

- 4. In the empty field, enter your signature line
 - a. This signature will appear at the bottom of all of your emails
- 5. Scroll to the bottom of the settings page, and click "Save"